

Shrewsbury Public Library
Trustees' Meeting
April 27, 2004

Chairman George Strom called the April 27th meeting of the Shrewsbury Public Library Board of Trustees to order at 7:30

Trustees Present: Joan Barry
Alice Canty
Barbara Carpenter
Carol Cullen
Carl Larson
Kevin McKenna
Rosemary Rennie
Fran Whitney

Bonnie O'Brien, Library Director attended

Approve Minutes of previous meeting- March 23, 2004

Barbara handed out a corrected copy of the minutes. George had a question in regard to the list of items Bonnie had given the Trustees to possibly use State Aid for. It was clarified that the only thing that had been approved by the Trustees was the purchase of the projector for \$960.

Motion to accept the minutes- Joan
Second- Kevin
All in favor

Reading of Correspondence

Bonnie reported that she had a letter from Mr. Kirk requesting to know the linear footage of the shelving that the library has. Bonnie put that together and sent it to him (12,738 linear footage).

Monthly report of the Library Director

It was asked if C/WMars had decided on the assessment formula. Bonnie reported that no final formula had been decided upon. The hope was that the assessments would stay the same or go lower. The feeling Bonnie has is that Shrewsbury's fees may be lower.

Bonnie reported that she had checked and C/WMars does receive interest on the money that is paid in to them in July. They will have to break down from the investments (CD's) exactly how much comes from the assessment fees.

Alice asked if all the patrons registered for new library cards are Shrewsbury residents. Bonnie will check on this to ascertain if there are non-residents included in that number.

Motion to accept the Directors report- Fran
Second – Carl
All in favor

Reports of Committees:

Building Bonnie reported that the compressor that controls heat and cooling for the 1st floor of the new section of the library is not working. The fan is working, but there is no heat or cooling. The Town Manager has made the decision to replace the compressor at a cost of \$5,000 to \$6,000 rather than replace the whole unit at a cost of \$16,000 to \$20,000. This amount will be coming out of Town funds not Library funds.

Rosemary commented on finding baskets around to catch drips. Bonnie reported that the flashing around the windows seem to be the problem. National Glass is coming out to check the problem.

Rosemary asked for a walk around by the Building Committee, Director and Custodian since they had not done this in a long time. Rosemary will contact committee members to arrange a time for this.

Outreach: Bonnie reported the Aladdin machine (for visually impaired) is being used more. Outreach is going forward with new people being added. It is a slow building process that seems to be going forward.

This summer the Children's room and the Outreach van will conduct traveling story times at various locations throughout the town.

A discussion of the summer RECESS program held in conjunction with the schools took place at this time. Carl explained the purpose and goals of this program. The School Department has volunteers for the program and the Library provides a setting for them to use. A Discussion took place regarding the Library being open on Saturdays during the summer. George suggested we move on and discuss this later.

Policy & Personnel Committee

The Policy and Personnel Committee met prior to this meeting and recommend that Linda Johnson be offered the position of Head of Children's Services. Bonnie will explore the possibility filling Ms. Johnson's position with a flex time or split position.

Motion to offer position to Linda Johnson- Carol

Second- Joan

All in favor.

Barbara asked if the Policy and Personnel Committee had any proposals for clarifying the By-Laws regarding the hiring of Department heads. She presented a proposed change to the board. It was decided that she would email the proposals to the Board to allow them to suggest changes in wording.

Trust/Financial Nothing new to report

Unfinished Business

Fy'05 Budget – Budget Cuts/State Aid Expenditures George suggested that we hold this discussion until after Town meeting when we will have a better idea of what funds we are looking at. We will discuss this in June when we may know what the State budget will be.

Building – program – RFQ

Bonnie reminded the Board that on Friday at 2:00pm there will be a meeting with any persons who have questions regarding the RFG.

Long Range Planning/Planning for Results

Barbara reported that the committee had formulated a set of services that they feel the Library should provide. This is being forwarded to George Brown for the staff to formulate goals, objectives and activities to fulfill these services. A final report should be ready for the Board by the first week of June.

New business

Newsletter George reported that he is not ready to make a presentation at this time. He should be ready by June.

Lights for front walk Bonnie reported that she had spoken with Michael Hale and Jack Perrault regarding the lights on the front walk. They feel that these lights should be more in keeping with the new lights for the common. A discussion followed regarding the trees near the construction site. The report is that the remaining trees may not survive due to the construction around them. George and Fran commented that they might take the trees, but remember we do not want twigs to replace them. It was suggested that we talk to an expert before we do more.

Reminders: Friday, April 30th, 2:00 PM- briefing session for building RFQ

Thursday, May 20th Volunteers appreciation reception 3:30 to 5:00

Motion to adjourn – Carol

Second – Fran

All in favor

Meeting adjourned 8:45

Submitted by Barbara Carpenter